

Letter of Notification (LON) Checklist
Policy A1.0 New Academic Programs: Approval Process

A Letter of Notification (LON) must be submitted to the Tennessee Higher Education Commission (THEC) to develop new academic programs as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The LON should include all items in checklist below and must be accompanied by a letter from the appropriate President or Chancellor signifying support for development of the proposed program and confirming governing board approval.

Completed LONs will be uploaded as PDF files through the New Academic Program [Formstack](#). All documents should be continuously ce

Institutional capacity to deliver the proposed academic program

- f* Address how the proposed program will impact the overall capacity of the institution , including potential lost enrollment to other majors/programs, collaborative agreements between departments, etc.

Existing programs offered at public and private Tennessee institutions

- f* List all academic programs with the same or similar CIP code offered at public and private higher education institutions in Tennessee along with degrees awarded for the last three years of available data .

Accreditation

- f* |

Equipment

f Describe any new equipment needed and s